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Case File - not Staff
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 6 November 1956


FROM : Acting Chief, Administrative Staff, OL

SUBJECT: Custody of Agency Administrative Files

REF : Memo dated 6 May 1954 from C/RMD to C/AS/OL

1. As indicated by reference, the maintenance of the Agency Administrative Files was discontinued in May of 1954. All existing files of this series have now been retired to the Records Center by Mail and Courier Branch.

2. Since these files were a declining process of what was apparently at one time a centralized Agency filing system and have no particular bearing on the Logistics function, it is suggested that Management Staff assume custody of the Administrative Files and determine any future disposition thereof.

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